

Question:

Tips for scanning documents to PDF format

Answer:

- Use 200dpi for scanning documents.
- Set image type to black and white bitmap, text (image only), or line art.
- Do not use OCR or Textbridge, these options scan the document for altering or word processing. For filing purposes, we need only an image of the document.
- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- For large documents, where only the last page has a signature, consider converting the document to pdf in your wordprocessor and only scanning the signature page. Use Adobe Acrobat Writer to combine the two pdf files.
- Request depositions on floppy disk and convert them to pdf using a word processor.
- Use Adobe Acrobat Writer software on the scanning computer to simplify the scanning process. Scan documents directly into Adobe by clicking File... Import... Scan... on the menu bar.
 - Note: You can still use pdfFactory on other computers to convert word processed documents)
- Check the size of a scanned document before uploading it to CM/ECF. The size limit is 2MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.
- Estimated number of pages in a 2 MB scanned document
 - Plain text, correspondence, pleadings, etc. 40-50 pages
 - Tables, charts, extensive graphics 15-20 pages
 - Condensed transcripts 12-15 pages
- If a scanned document is larger than 2MB, use Adobe Acrobat Writer to extract pages from the document to a separate file. Or use pdfFactory to print the pages to two separate files. This prevents re-scanning the document.